

Outreach Services of Indiana

EMERGENCY ROOM CHECKLIST: AFTER DISCHARGE FROM EMERGENCY ROOM

Client Name: _____

Instructions: Staff to initial each area as completed. Document any comments related to the completion of each task in the space provided. Forward or file completed Checklist according to agency protocol.

- _____ 1. Discuss any new orders or recommendations with the individual, answer questions at a level appropriate to the individual's comprehension and offer support as necessary.
- _____ 2. Ensure timely administration of medications, food, fluids, and hygiene care is provided as necessary and as consistent with emergency room discharge instructions.
- _____ 3. Notify the nurse/supervisor or other personnel per agency policy of the outcome of the emergency room visit
- _____ 4. Discuss any new orders or recommendations and upcoming appointments/procedures.
- _____ 5. Designated person communicates outcome of the emergency room visit with the support team.
- _____ 6. Support team addresses any issues/barriers regarding implementation of recommendations.
- _____ 7. Designated person take prescriptions to the pharmacy or deliver per agency policy. Be sure you have a copy of the prescription for the person's medical record.
- _____ 8. Ensure needed medications or supplies are delivered in a timely manner; if not, take action as needed and according to agency policy, including notifying the prescriber/healthcare provider.
- _____ 9. Purchase supplies necessary to implement treatments/recommendations.
- _____ 10. Transcribe any medication orders to the Medication Administration Record per agency policy.
- _____ 11. Ensure medication orders are double checked by another staff person as soon as available.
- _____ 12. Transcribe all orders for monitoring and observation, treatments, and notifications to a treatment sheet so that all staff are aware of the supports that are required for the person's health issue.
- _____ 13. Ensure that the transcription is double checked by another staff.
- _____ 14. Ensure designated person provides staff training as necessary for new treatments and/or medications.

- _____ 15. Mark any new appointments or scheduled procedures on the person's daily calendar.
- _____ 16. Ensure a designated person completes revisions to the Risk plan as necessary or develops a new risk plan including plans for following up on the person's status until problem resolves or stabilizes to guide staff for delivery of care; and that the Interdisciplinary team is involved in full implementation of any new or revised risk plan.
- _____ 17. Follow agency policy or physician order for monitoring if sedated prior to or during ER visit. This should include at least the following: 1) ambulating with assist and 2) do not offer food or drink by mouth until the person returns to their usual state of alertness.
- _____ 18. Document events that occurred before, during and after the emergency room visit per agency protocol including any necessary incident reports.

Comments: _____

Staff Completing: _____ Date: _____

Outreach Services

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As a service for persons supporting individuals with intellectual/developmental disabilities, BQIS/ Outreach developed the Outreach Fact Sheet Library. The information provided is designed to enhance the understanding of the topic and does not replace other professional or medical instructions or individually developed plans. For more fact sheets and information, please visit DDRSOutreach.IN.gov.



Indiana Family & Social Services Administration
Division of Disability & Rehabilitative Services
Bureau of Quality Improvement Services

OR-FM-HS-MA-100(02-19-10)